

Governing Board Meeting Minutes

**Location and Time:**

Zoom Meeting  
June 21<sup>st</sup>, 2023  
1:00 pm

**1. Call to Order and Introductions**

The meeting called to order by Board Chair at 1:00 PM

**Governing Board Members in Attendance:**

- John Haschak- Mendocino County Board of Supervisors (Left Meeting at 1:29 PM)
- EJ Crandell – Lake County Board of Supervisors (Left Meeting at 1:50 PM)
- Stephen White- Mendocino County Health and Human Services Agency (Vice Chair)
- Eileen Bostwick- Member at Large, Mendocino County (Member At Large) (Late)
- Jessica Pyska - Lake County Board of Supervisors

**Governing Board Members not in Attendance:**

- Susan Parker – Lake County Administration (Alternate)
- Dan Gjerde – Mendocino County Board of Supervisors (Alternate)

**AAA Staff Attending:**

- Dena Eddings-Green- AAA Program Coordinator
- Virginia Peeke – AAA Staff Services Analyst

**Others in Attendance:**

- Paul Branson – Advisory Council President
- Joyce Overton – Highlands Senior Center
- Dan Hobbs – Live Oak Seniors
- Lori Tourville –Middletown Senior Center
- Jill Rexrode –Redwood Coast Seniors

**2. Consideration of Items Not Appearing on the Posted Agenda (Extra Items)**

No Items presented

**3. Announcements**

- Supervisor Haschak said that he has to leave at 1:30 PM.
- Supervisor Pyska said that she has to leave around 1:55 PM.

**4. Approval of Consent Agenda**

4.1 Approve Meeting Minutes for June 21<sup>st</sup>, 2023

M/S Eileen/Stephen All in Favor 0 Opposed 0 Abstain

## 5. Action Items

5.1 Governing Board Review and Approval of contract with California Department of Aging (CDA) and Authorization of Board Chair to sign Resolution No. 2223-4, and Standard Agreement AP-2324-26 in the amount of \$1,894,731.00 and authorization from the Governing Board for Crystal Markytan to sign the information integrity, and security statement, the contractor certification clause and the civil rights certification.

- Dena stated that this is our standard Area Plan contract with CDA for the next fiscal year, which starts on July 1<sup>st</sup>.

M/S John/Jessica All in Favor 0 Opposed 0 Abstain

5.2 Governing Board Review and Approval contract with Anderson Valley Senior Center to add Home Delivered Meal Service for Fiscal Year 2023-2024, and Authorization of Governing Board Chair to Sign Completed Contract When Ready.

- Dena mentioned that during the State of Emergency, the Senior Centers were able to use congregate funding for to-go meals, the funding flexibilities with no longer be allowed beginning on July 1<sup>st</sup>. Anderson Valley has four clients that are currently receiving to-go meals and this will no longer be an option because the center currently only receives funding for congregate meals. Lakeport Senior Center was asked if they would be willing to give up some of their C2 funding to cover the \$2,000 that Anderson Valley would need to serve to-go meals to the seniors in the C2 program. They happily agreed to transfer the required amount to Anderson Valley. This would make the new total for Anderson Valley \$13,798.00 and Lakeport Senior Center for \$414,980.00, and if approved, we will pull those two contracts from 5.3.
- Supervisor Haschak asked if the change was around \$2,000.00
- Dena stated yes, which will allow Anderson Valley to continue serving those meals to those four individuals who are currently receiving them.

M/S John/Eileen All in Favor 0 Opposed 0 Abstain 0

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5.3 Governing Board Review and Approval of Area Plan Contracts for the Fiscal Year 2023-2024, Resolution No. 2223-5 and Authorize the Board Chair to Sign Completed Contract when Ready.

- Dena stated these are the contracts related to the CDA Area Plan contract for fiscal year 2023 – 2024, and after approval of 5.2 we need to pull the Anderson Valley Contract for \$11 7980.00 and the Lakeport Senior Center Contract for \$416,980.00 all of the other contracts are good as is
- Supervisor Haschak asked if all these contracts in 5.4 add up to the \$1,894,731.00.
- Dena stated yes, excluding the ones that were approved in 5.2 for Anderson Valley and Lakeport Senior Center.

M/S John/Jessica All in Favor 0 Opposed 0 Abstain 0

Contract with Coastal Senior Center for \$74,866.00

- Dena stated that this is just the regular contract to continue serving seniors in C1 and C2 and the I&A portion they receive.

M/S Eileen/Jessica All in Favor 0 Opposed 0 Abstain 0

Contract with Highlands Senior Center for \$ 198,150.00

M/S John/Jessica All in Favor 0 Opposed 0 Abstain 0

Contract with Live Oak Seniors Center for \$122,706.00

M/S Jessica/Eileen All in Favor 0 Opposed 0 Abstain 0

Contract with Middletown Senior Center for \$111,576.00

M/S John/Jessica All in Favor 0 Opposed 0 Abstain 0

Contract with Redwood Coast Seniors for \$318,065.00

M/S John/Eileen All in Favor 0 Opposed 0 Abstain 0

Contract with North Coast Opportunities, Inc. for \$98,205.00

- Supervisory Pyska asked if this was a new contact or a renewal.
- Dena stated that this is a renewal; this contract is for our family caregiver program with Redwood Caregiver Resource Center.

M/S John/Eileen All in Favor 0 Opposed 0 Abstain 0

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- Contract with Community Care Management Corporation for \$72,490.00

M/S Eileen/Jessica All in Favor 0 Opposed 0 Abstain 0

- Contract with Legal Services of Northern California for \$56,817.00

M/S John/Jessica All in Favor 0 Opposed 0 Abstain 0

- Contract with Jasmine Westerdal, Registered Dietitian, for \$20,000.00

M/S John/Jessica All in Favor 0 Opposed 0 Abstain 0

Public Comment on 5.3 Items:

No public comment.

5.4 Governing Board Review and Approval Standard Agreement OM-2223-26 in the amount of \$452,562.00, along with Resolution No. 2223-6 and Information and Security Statement, CA Civil Rights Law Certification, Contractor Clauses and authorization for Board Chair to Sign Completed Contracts When Ready.

- Dena stated that this contract is the Older Modernization Contract; this one is retro from January 1st, 2023, and goes through March 2026. It is for \$452,562.00; we need to do an RFP for this, but staff wanted to wait for approval from the Governing Board before they start the RFP process. Staff is also waiting for more information from CDA on what they can use this funding for; it is for anything that can keep people safe in their homes, so we need to know what is allowable.
- Jill asked Dena when you said that an RFP is going to be required. Does that mean a center like mine does an RFP for funding for some project?
- Dena said AAA will release an RFP and if you qualify for what is allowable under the contract, you will submit a proposal. Staff is not sure if it is going to be specific to senior services or if it is going to be contracts that help people in their homes, it is not entirely clear. However, it is not for meals, and it is not specific to senior centers.

M/S John/Jessica All in Favor 0 Opposed 0 Abstain 0

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5.5 Governing Board Review and Approval Standard Agreement NM-2324 in the amount of \$1,097,384.00, along with Resolution No. 2223-7 and the Information and Security Statement, CA Civil Rights Laws Certification, Contractor Clauses. The Governing Board will Authorization the Governing Board Chair to Sign Completed Contract When Ready.

- Dena mentioned that this will be discussed further because staff will need Board input on some of our decisions with this contract. So the first year of this contract can be used for any repairs that were not covered under the previous contract of last fiscal year; it also can cover intergenerational activities and other things like that. Dena continued that she would like to keep the first year set aside for any repairs to the Senior Centers because several senior centers went over last year's contract. She wants to ensure that we have enough funding for them.
- Virginia said the first year is July 1, 2023, thru March 31, 2026. The second year is July 1, 2024, thru March 31, 2027. The third year is July 1, 2025, thru March 31, 2028, and the fourth year is July 1, 2026, thru March 31, 2029.
- Dena clarified that the years are weird because they are calling them two, three, four, five, and six, but they are not; some are 18 months. The first year is \$146,438, so we will pull that amount of funding aside and use that for any overages that senior centers have for improvements related to the HCBS contract. The following three periods will be individual contracts for each of the contract periods, and they are \$316,982 00. Staff is looking for Governing Board input on how to break the funding up, but the total amount of this six-year contract is \$1,097,384.00.

M/S John/Eileen All in Favor 0 Opposed 0 Abstain 0

5.6 Governing Board Review and Approval of Senior Farmers Market Nutrition Program

- Dena stated that we are participating in the farmers market voucher program again; the booklets are going to be \$50 each, and staff are going to be distributing them to each of the Senior Centers with a certified farmer market in their area. We have the check booklets, so we will start distributing them next week after we get the contracts signed. We give e senior center booklet based on how much they had last time and how many they think they will need. We deliver them to Willits, Ukiah, Fort Bragg, Lakeport, and Middletown, and if Clearlake needs some, we will deliver some to them; however, there is no certified Farmer's Market in the area. We distribute the Farmer Market Vouchers out, to people who qualify on an income base.
- Supervisor Haschak asked if people receive a voucher in Willits can they use them at Laytonville.
- Dena responded that people that receive the voucher can take it to any certified farmers' market; there is a list of them.

M/S John/Eileen All in Favor 0 Opposed 0 Abstain 0

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5.7 Governing Board Review and Approval of Memorandum of Understanding (MOU) with Conty of Marin Department of Health and Human Services, the County of Sonoma Area Agency on Aging, the Agency on Aging for Health Insurance Counseling and Advocacy Program (HICAP) and Medicare Improvements for Patients and Providers Act (MIPPA) and authorization of the Board Chair to sign completed MOU when ready.

- Dena stated this in an MOU with Sonoma, Solano, and Napa Counties to manage the HICAP program.
- Supervisor Pyska asked if this was new or if it was reoccurring.
- Dena responded that this is reoccurring, stating it is a four-year MOU that has come up for renewal and there is no money involved. The lead agency, which is Solano County, receives the funding from CDA and administers the program in our service our area.

M/S John/Jessica All in Favor 0 Opposed 0 Abstain 0

5.8 Governing Board Review and Approval of Memorandum of Understanding (MOU) between the County of Sonoma Area Agency on Aging and Lake and Mendocino County Area Agency on Aging for registered dietician services and authorization of the Board Chair to sign completed MOU when Ready.

- Dena stated that Coastal Seniors in Point Arena shares a service area with Sonoma County and they deliver some home deliver meals to clients who live in Sonoma County and receive services from that Senior Center. We have an MOU with Sonoma so we can share our registered dietician with them. There is no money involved in this contract it allows for the sharing of information so that we can provide them with our reports and the menu approvals.

M/S John/Jessica All in Favor 0 Opposed 0 Abstain 0

5.9 Review and Approval NM-2324 funding percentage break down for Senior Center Contracts

- Dena clarified that we will look at the Excel spreadsheet for this one. If you look at the option A tab, this is the current breakdown of percentages of what the Senior Center receives now, which could be used to distribute the NM-2324 contract funding. This will begin with the second year's contract funding amount; we will use this funding for C1 and C2 because it is probably where we will need it. On tab B, the breakdown is one of the proposed options in which our three large senior centers, Redwood Coast, Lakeport, and Highlands, get the same percentage of funding, and the three medium senior centers, Middletown, Live Oak, and Coastal Seniors get the same amount, and Anderson Valley which is our small senior center gets the small portion. Lastly, for tab C breakdown, every senior center receives the same. Dena recommended doing option B breakdown because it is the most equitable, but it is up to the board what they would like to do.

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- Jill asked, on Tab A, if the percentages that are there and the percentages overall contracts are presented correctly.
- Dena clarified it is for C1 correct because Anderson Valley does not receive C2 funding.
- Jill continued that she is curious why a different percentage would be used that is more hypothetical than a percentage that we have actually been using historically.
- Dena stated that this is extra funding separate from the regular contract; it is one-time-only funding. Staff trying to propose options that are the most equitable because it is different from the regular contract amount.
- Eileen said that she was glad that Dena brought this up because she was going to ask a question about this. She saw Tab A and was curious why the breakdown was 62% Lake County and only 37% Mendocino County; she understands that these things are not always 50/50, but she is not sure what percentage of seniors are in the two counties but would appreciate increasing a little bit of that for Mendocino County.
- Dena said that it is not based on a Lake and Mendocino breakdown; what the Board approved in the past was a rolling 36 month average of the number of meals that were served in each center based on the total number of meals served. We froze the percentages during Covid because there was not really a way to track because the documentation and reporting were done on three different systems, and a lot of the senior centers were closed, and it needed to be more equitable. Dena continued by saying that she has asked for data from the senior centers so that we can update the breakdown when the new RFP is released for the fiscal year 2024-2025.
- Supervisor Crandall asked if it was a choice between these three.
- Dena stated that the Board could propose their own or make a different recommendation.
- Joyce said that the contract needs to be amended for this year and that she continues saying that Tab B would be the best option.
- Jill commented that she is opposed to Tab C because the smaller center does not produce the number of meals and that they produce. Redwood Coast was the first one to open and their food costs are double what they projected. They service many more people than anticipated and they need all the help they can get. They are barely making it on the proposed budget.
- Supervisor Crandell asked the rest of the Board and Dena if other options could be entertained. He feels our Board is uncomfortable moving forward at this time and inquired if there is more time.
- Dena said she understood entirely and wanted to bring this to the Board for something to look at since we are approving this contract with CDA; however, the contract does not start until July 2024.
- Supervisor Crandell asked if there is a consensus on waiting on this item until the August meeting and if we need to table it from there, we will.

5.10 Governing Board Discussion of the Rural/Urban AAA Funding Inequities

- Dena stated that we wanted to put this on here because of a discussion that we had at the Advisory Council Meeting and information we got from the C4A annual conference in Glendale this past year. Paul will speak on the letter he sent to Susan DeMarois with CDA and the outcome of that.
- Paul stated that as the Advisory Council President, he attends the quarterly meetings with other Advisory Council presidents throughout the state; it is called the AAA Council of California. Before each meeting, they are asked to submit a report about

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what is going on in their PSA and during the meeting we discuss these things. He stated that he has been getting very frustrated because he sees all these wonderful things that folks in other parts of the state are able to do for their seniors that we cannot do here.

- At the conference Susan DeMarois was speaking; the words equity and geography kept on coming up, so he stood up and said that he would like to draw a connection between equity and geography in terms of funding and ended up speaking with Susan in person about this, and they realized that the more rural AAA's do not have the support they need to go after additional money to bring these other programs in.
- Paul said that we discussed this at our Advisory Council meeting and what we are going to do. We want the Board's input on this to schedule a strategic planning meeting for next month. We are going to talk about what we have to do as Advisory Council and our communities to try and light a fire under this issue to get more support from the state and so on.
- Dena mentioned that the other rural AAA's are coming together to explain their issue and share insight and ideas for filling the gaps they are facing.

## 6. Public Expression:

- There was no Public Expression

## 7. Non-Timed Items

### 7.1 Advisory Council Report

- Paul stated that we spent a lot of time talking about the last topic Rural Urban and equity, but we also had a fascinating presentation on AB540, which is a bill that will be going to the legislators probably not till January focusing on basically putting together a sustainable source of funding for senior transportation throughout the state in addition to the transportation that is provided. This would be stuff like the volunteer driver programs and other individualized solutions.

### 7.2 Governing Board Members Report

- Supervisor Pyska wanted to report that she gave out the APRA funding checks to the Senior Centers, and it was \$50,000 to each of the Senior Centers in Lake County except Kelseyville, which we are working on a separate project.
- Eileen wanted to inform everyone that Ukiah Senior Center hired a new executive director; his name is David Lieberman, and he comes with a solid corporate background; Ukiah Senior Center has been struggling for a while, so she is hopeful that he will be able to lead us to a stronger position.

### 7.3 AAA Staff Report

- Dena wanted to say that the Lake County Social Services budget was approved to include the new position for the Ombudsman, and we will be recruiting for that.
- Dena mentioned that the company that does the robotic pets are doing a new program with AARP called Reach Out and Play; what they are doing is a campaign around Grandparent Day, and she is hoping to utilize some of the funding that we are going to have for intergenerational activities to host events.



8. Adjournment

- Meeting was adjourned at 1:51 pm

**NEXT SCHEDULED MEETING**

August 17<sup>th</sup>, 1:30 PM

1152 S Main St, Lakeport, CA 95453

**Americans with Disabilities Act (ADA) Compliance**

The Lake and Mendocino Counties Area Agency on Aging Advisory Council complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation should contact AAA at (707) 995-3744 prior to the meeting. Teleconferencing may be available for those unable to attend in person; please call at least two days prior meeting.